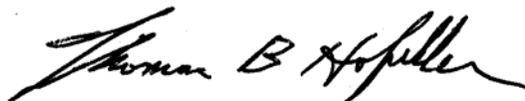


**For:** All Administrative Officers and FAS, FSA, and RMA Timekeepers

**Preparing Pay Periods 25 and 26**  
**System for Time and Attendance Reporting (STAR) Web Time and Attendance (T&A's)**

**Approved by:** Associate Administrator for Operations and Management



**1 Overview**

**A Purpose**

This notice provides information on preparing STAR Web T&A's for pay periods 25 and 26, 2007.

**Note:** Because of the holiday on the first Tuesday of pay period 26, T&A's may be submitted beginning Friday, December 21, 2007. All T&A's **must be submitted no later than COB Monday, December 24, 2007.**

**B Contact**

If there are questions about T&A's, contact the appropriate office according to the following table.

<b>IF T&amp;A's are for...</b>	<b>THEN contact...</b>
<ul style="list-style-type: none"> <li>• All FAS</li> <li>• FSA National Office</li> <li>• RMA (except Kansas City)</li> </ul>	either of the following: <ul style="list-style-type: none"> <li>• Linda Watkins at 202-401-0688</li> <li>• Angela Jackson at 202-401-0682.</li> </ul>
<ul style="list-style-type: none"> <li>• APFO</li> <li>• FSA Kansas City</li> <li>• FSA St. Louis</li> <li>• FSA State Offices</li> <li>• RMA Kansas City</li> </ul>	either of the following: <ul style="list-style-type: none"> <li>• Patty Gepford at 816-926-6259</li> <li>• Anne Wheeler at 816-926-6184.</li> </ul>
County Offices	State Offices.

<b>Disposal Date</b>	<b>Distribution</b>
February 1, 2008	All Administrative Officers and FAS, FSA, and RMA Timekeepers; State Offices relay to County Offices

## Notice PM-2618

### 2 Action

#### A Pay Period 25 - No Action Required

STAR Web is a fully automated recording system. No actions are required by the user for employees that:

- are in leave category 6
- reach an 80-hour increment of LWOP.

#### B Pay Period 26 - When Split T&A's Are Required

**Nonpay** status hours and **emergency** military leave **must** be charged to the calendar year in which it occurs. Therefore, NFC requires a split T&A when either leave type occurs in **either or both calendar years** 2007 and 2008 (January 1 through 5, 2008).

**Note:** If split T&A's are **not** required, no actions are required.

#### C Pay Period 26 Action

When a split T&A is required for pay period 26, 2007, users of the STAR Web T&A system shall prepare an automated split T&A, according to the following table.

Step	Action
1	See the NFC T&A Manual, Chapter 7, for detailed instructions on reporting split T&A's.
2	See the STAR Web Training Guide, Part J, page 23 for instructions on using the split T&A option in STAR Web.
3	Complete T&A split 1 to include December 23 through 31, 2007 (beginning day = 1; ending day = 9).
4	Complete T&A split 2 to include January 1 through 5, 2008 (beginning day = 10; ending day = 14).
5	Ensure that "Verify" is displayed in status column for each part of split T&A. Each part of split T&A is a record.  <b>Note:</b> When T&A is printed, only the 2 <sup>nd</sup> record is shown on the printout.